



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, DIVISION SUPPORT COMMAND
4TH INFANTRY DIVISION (MECHANIZED)
FORT HOOD, TEXAS 76544-5000

AFYB-SC-CDR

10 DEC 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum #4 - Equal Opportunity/Sexual Harassment Complaint Procedures

1. This policy outlines the procedures for filing Equal Opportunity complaints as described in AR 600-20, Army Command Policy, 15 July 1999.
2. The chain of command is the primary channel for handling allegations and correcting incidents of discrimination or sexual harassment. The commander, with the help of the chain of command and NCO support channel, is responsible for ensuring that all soldiers are fully aware of the procedures to have their complaints heard. These procedures are required to be in writing and prominently posted in the unit or work area.
3. Although a number of alternative agencies are available, soldiers are encouraged to bring their complaints to their first-line supervisor for resolution at the lowest possible level. Commanders must ensure every soldier understands this and that an environment of trust and concern are present in the unit. It is also the responsibility of the chain of command to ensure that all persons submitting complaints are protected against reprisal or retaliation.
4. There are two types of complaints: Informal & Formal
 - a). **INFORMAL:** An informal complaint is any complaint that a soldier or family member does not wish to file in writing. They are not subject to time suspension and are not reportable. The individual, another unit member, or an individual within the complainant's chain of command may resolve these complaints. Informal complaints are no less important than formal complaints, and will be addressed by the chain of command with a sense of urgency and a sincere intent to attain resolution.
 - b). **FORMAL:** A formal complaint is a sworn statement submitted on a DA Form 7279-R (Equal Opportunity Complaint Form). Complainants have 60 calendar days from the date of the alleged incident in which to file a formal complaint.
5. After a formal complaint is filed, the chain of command has 14 calendar days in which to resolve the complaint or refer it to a higher echelon commander. The unit commander will conduct an inquiry to determine whether sufficient evidence exists to warrant a full investigation. The EOA may also assist the commander in conducting this inquiry. If the commander determines that a full

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investigation is required then he or she will forward the complaint to the battalion or DISCOM Commander for the appointment of an AR 15-6 investigating officer.

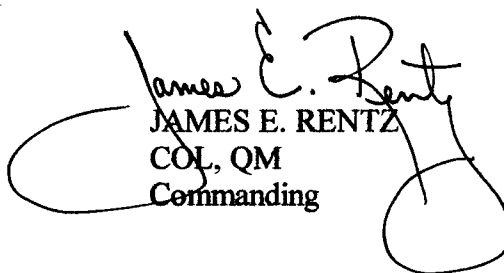
6. Whether the complaint is formal or informal, the complainant will be provided feedback on the disposition of their grievance. However, feedback to formal complaints must occur within the following suspenses: initial written feedback to the complainant must be forwarded on DA Form 7279-R within 14 calendar days after receipt of the complaint and within 30 calendar days of the initial feedback (44 total calendar days), complainants should receive a final written disposition to their complaint.

Action	# Of Days	Agency
Formal Complete	3 Days	
"	14 Days	Commander
"	17 Days	Feedback to Complainant
"	7 Days	Appeal to Higher CDR
"	44 Days	Feedback to Commander

7. Alternative agencies for filing a complaint include higher echelon commanders or command sergeants major in the chain of command, the DISCOM Equal Opportunity Advisor, Chaplain, and depending on the nature of the complaint - Division Inspector General, Provost Marshall/Criminal Investigation Command, appropriate medical agencies, the Office of the Staff Judge Advocate and the Fort Hood Housing Referral Office.

8. Proponent agency this policy is the DISCOM S-1 and the DISCOM Equal Opportunity Advisor.

9. WRANGLERS!!


 JAMES E. RENTZ
 COL, QM
 Commanding

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